

**OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
RETIREMENT AND BENEFITS OFFICER
HEALTHCARE POLICY AND BENEFIT SERVICES DIVISION – RETIREMENT HEALTH AND GROUP LIFE
INSURANCE UNIT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the Current Exam Certification List
Location: 55 Elm Street, Hartford, CT
Job Posting No: #702
Hours: Full-Time (40 hrs/week)
Salary: \$57,849 (AR22) Starting Annual Salary
Closing Date: Tuesday, June 4, 2013 - Application materials must be received by 5:00 p.m. by this date

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill a **Retirement and Benefits Officer** position in the Healthcare Policy and Benefit Services Division – Retirement Health and Group Life Insurance Unit. The selected candidate will be accountable for independently performing a full range of tasks in public employee retirement and benefit administration.

Eligibility Requirement: Candidates must have applied for and passed the **Retirement and Benefits Officer** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Responsible for evaluating and processing of group life insurance claim payments, audit of active and retiree group life claim payment records, evaluate and process Evidence of Insurability and Premium Waiver applications, prepare claim financial reports, retiree/active claim problem solving, customer support, etc.; calculate, verify and maintain life insurance enrollment and premium payment records; prepare and analyze claim payments; test Core-CT Benefits Administration Module configuration upgrades, changes, problems, etc.; maintain employee and retiree benefit eligibility records in the Core-CT system; provide insight on administrative policy; liaison with the carrier on enrollment/claims/premium processing issues; draft and issue HCPBSD correspondence to employees, retirees and other entities involved in the life insurance claim process; administer life insurance benefits in accordance with State Statutes and collective bargaining agreements; liaison between Retirement Health and Group Life Insurance Unit, other OSC divisions and outside state agencies regarding claim payment, enrollment issues, policy and procedures; maintenance of database of carrier premium payment/claim information and performs other related duties as required.

PREFERRED EXPERIENCE AND SKILLS:

- Excellent verbal and written communication skills
- Superior organizational skills
- Knowledge of benefit eligibility, enrollment, premium and claim processing principles
- Excellent customer service and telephone skills
- Knowledge of employer provided life insurance plans
- Ability to review and interpret plan documents, federal and state statutes, collective bargaining agreements, court documents, etc.
- Familiarity with Oracle/Peoplesoft HRMS systems
- Proficiency in Microsoft Word, Access and Excel

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (Form CT-HR-12– available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (Please indicate the job posting number on the application form). State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

Elena Vazquez, Human Resources Associate
Office of the State Comptroller/Human Resources
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR
Fax to: 860-702-3324
Email: elena.vazquez@po.state.ct.us

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE
WILL NOT BE CONSIDERED.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.